

DEPUTY EXECUTIVE DIRECTOR – MONROE COUNTY WATER AUTHORITY

Code No. 2-11-006

EXEMPT

Pending NYS approval

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assisting the Executive Director in directing and coordinating the administrative and operational functions of the Water Authority, acting for and in place of the director in day-to-day operations. These functions include public relations, budget administration, research and evaluation, policy and procedure development, and long range planning. The employee reports directly to and works under administrative direction from the Executive Director – Monroe County Water Authority with wide leeway allowed for the exercise of independent judgment. General supervision may be exercised over a subordinate staff.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops and implements administrative and operational policies and procedures;

Monitors the operating and capital improvement budget;

Conducts research and evaluates studies aimed toward improving Water Authority operations;

Reviews organizational activities and establishes annual goals, schedules and priorities;

Analyzes operational problems, and formulates and implements solutions;

Attends and represents the Water Authority in meetings with municipalities, utilities, local, state and federal entities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the organization, functions, policies, regulations and procedures of the Monroe County Water Authority; thorough knowledge of governmental accounting; good knowledge of Federal, State and local laws regulating the operation of a water supply system; good knowledge of public administration practices and procedures; good knowledge of budgeting principles as applied to a municipality; good knowledge of long-range planning principles applicable to a municipality; ability to communicate effectively orally and in writing; analytical ability; organizational ability; ability to develop and implement operating procedures and policies; ability to conduct research; good judgment; integrity; initiative; resourcefulness; dependability; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending upon assignment, candidates for positions in Monroe County government are required to pass a pre-employment drug test.

ADOPTED: May 6, 2004